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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 5 February 1958

Present: C/MS - Chairman Dr. Tietjen
C/PD - Voting Member Dr. [REDACTED]
C/OD - Voting Member Dr. [REDACTED]
C/TSD - Voting Member Dr. [REDACTED]
Personnel Placement Officer Mr. [REDACTED]
C/SD - Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary . . Miss [REDACTED]

25X1A9a

1. Minutes of Previous Meetings

The Minutes of the Medical Staff Career Service Board Meetings of 8 January 1958 and 15 January 1958 were approved by the Members without comment.

The Executive Secretary requested Paragraph 6 of the Minutes of the Meeting of 22 January 1958 be amended to indicate he concurred in the recommendation of C/OD that promotion of [REDACTED] to GS-11 not be approved. With this correction, the Minutes were approved. 25X1A9a

2. Assignment Planning

The attached memorandum from C/SD entitled "Assignment Planning" dated 21 January 1958 was presented for Board discussion. The Members felt that it would be possible in some instances to identify a specific position to which the employee would be assigned rather than just the location of assignment. On recommendation of C/OD, it was also decided to provide for a period of overlap at overseas stations. The Executive Secretary was requested to make these revisions and to coordinate the memorandum with the Members outside of a Career Service Board Meeting. The Executive Secretary was also requested to prepare a reply to the Administrative-Technician Advisory Panel based on this memorandum. C/PD emphasized the need for personalizing these communications so that they do not become merely a type of form letter. This will be taken into consideration in the preparation of each letter.

3. Assignment

The Executive Secretary stated [REDACTED] has declined the position of Administrative Officer, GS-11, [REDACTED], for which he had been approved by the Career Service Board and which he had accepted. This decision was based primarily on the fact that at this time employment for Mr. [REDACTED]'s wife is considered necessary in view of 25X1A9a 25X1A6a 25X1A9a

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his financial situation and such employment is not possible at [REDACTED] 25X1A6a
C/MS asked the Members if they wished to consider the subject of directed assignments at this time and in this case. It was decided that, while this subject should be discussed and a policy formulated, it would be more appropriate at some future time when the Board is not faced with the problem as in this instance. However, the Members did not favor a directed assignment in this case.

The Members next considered the nomination of a candidate for this position. The Executive Secretary was not prepared to make a recommendation at this time. Accordingly, C/MS asked that a Meeting be called for Friday, 7 February 1958, to further discuss this assignment.

4. Request for Overseas Assignment

The Executive Secretary reviewed a request from [REDACTED], 25X1A9a
GS-5, Clerk-Stenographer, for release from the Medical Staff to seek an overseas assignment. Investigation by the Personnel Placement Officer 25X1A9a
determined there is a vacancy at [REDACTED] for which Miss [REDACTED] would be qualified. The Executive Secretary recommended approval of this request; the Board Members concurred.

5. Miscellaneous

The Executive Secretary informed the Members that C/MS has approved the release of the Personnel Folder of [REDACTED] for consideration 25X1A9a
of assignment to another component of the Agency.

Attachment:

Memorandum from C/SD, dtd
21 Jan 1958, Subject:
Assignment Planning

MS/mam

Distribution:

Orig - C/MS ✓
1 - DC/MS
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